

Appendix Tab B.1

THE LAW
OFFICES OF
I R A
WEISS

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Pittsburgh, PA 15219

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December 23, 2011

**REGULAR AND CERTIFIED MAIL
RETURN RECEIPT REQUESTED**

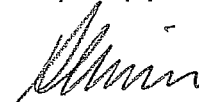
Carmen Cupelli
15 McCoy Road
McKees Rocks, PA 15136

Dear Mr. Cupelli:

This office serves as legal counsel to the transition team for the Honorable Chelsa Wagner, Controller Elect. It has been determined that, based upon the 2012 budget and the organizational needs of the office as envisioned by Ms. Wagner as well as other important factors which have been considered, Ms. Wagner will take official action to reduce certain personnel in the Department. Policy 8.0 provides that employment in the Office of the Controller is at will. As such, Ms. Wagner will take steps on January 2, 2012 to eliminate your position and you will be laid-off effective on that date.

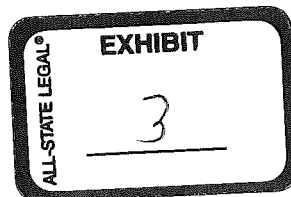
The Office of Human Resources will provide you with information regarding your vacation entitlement and other benefits. Your entitlement, if any to post furlough benefits will be determined in accordance with applicable policies of the Controller's Office.

Very truly yours,


Ira Weiss

IW:ts

Affiliated with
King, Spry, Herman,
Freund & Faul, LLC
One Bethlehem Place
Suite 700
Bethlehem, PA 18018



MEMORANDUM

TO: Chelsa Wagner, Controller-elect

FROM: Guy Tumolo, Deputy Controller

DATE: November 29, 2011

SUBJECT: REORGANIZATION GUIDANCE

Fringe benefits captured in each of 8 divisions
> Determined by Budget. etc.

{ ~ > 1/2 mill

[28%-30% fringe when didn't take into account medical]

I am offering some guidance on what I understand to be your intention of bringing eight personnel with you.

There will be four open budgeted positions in the 2012 budget, and three partially funded Auditor 2 positions:

Deputy Controller	\$102,174
Sr. Financial Analyst	75,029
Legislative Assistant	45,000
Solicitor	60,000
Auditor 2	<u>41,250</u>
	\$323,453

*health insurance
workers comp
sick pay
buyback*

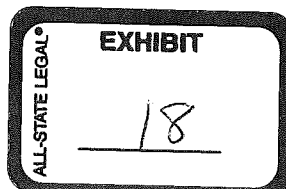
You have agreed that the position of Office Manager occupied by Melanie Stanish will be eliminated. It is budgeted for one month.

Other than technical positions, such as auditors and information system techs, there are two job titles that you might consider activating from our unbudgeted roster. They are:

Administrative Officer (salary range: \$45,750 - \$59,500) and
 Financial Analyst (salary range: \$42,100 - \$52,623)

The above budgeted vacant positions, together with the additional appropriation in the budget presently before Council, will provide you with a total of \$515,600 for salaries for the eight personnel you would bring in.

The additional appropriation in the budget currently before Council is \$274,458. Approximately 70% of that amount can be used for salaries and 30% reserved for fringe benefits. There is also an additional \$10,000 in the Legal Counsel category that was intended to provide you with additional resources in negotiating your solicitor's salary.



Controllers
vs.
Professional

With these options you have the flexibility to establish your own organization. Another option is to create a new job title that is more suitable to your organization and fund it from the available appropriation.

COUNTY OF ALLEGHENY

Row Office & Court of Common Pleas Employment Status Form

USE THIS FORM FOR ALL PAYROLL TRANSACTIONS



EMPLOYMENT

Please Check One of the Following:

New Hire ☐

Re-Hire ☐

Return from Leave ☐

Return from W. Comp ☐

HIRE DATE

If Re-Hire or Return to Work, Please Complete This Section

Month/Year Last Employed:

County Department in which Last Employed:

Comments:

CHANGE FOR PRESENT EMPLOYEE ONLY

Change In:

PAY

☒

POSITION

☒

DEPARTMENT

☐

Separation Due To:

RESIGNED

☐

INVOL. TERM.

☐

DISMISSED

☐

DEATH

☐

LAYOFF

☐

RETIREMENT

☐

OTHER

☐

Leave of Absence:

MILITARY

☐

EDUCATION

☐

PERSONAL/FAMILY

☐

Employee Number	85987	Name (Last, First)	Cupelli, Carmen	Address	Zip Code
Social Security		Date of Birth		Municipality	Gender
Index Code	610634	Department Name	Controller	Unit ID	Hours
				1701	80
Job Number	040	Position Title	Fiscal Clerk	Monthly Salary	Budgeted Salary
				\$2,144.00	\$2,144.00

CHANGE OR CORRECTION

Effective Date	02/28/00	Name Change (Last,First)	Address Change	Monthly Salary
				\$3,166.67
Index Code	610634	Department Name	Municipality	Budgeted Salary
		Controller		\$3,166.67
Job Number	020	Position Title	Unit ID	Last Day Worked
		Field Supervisor	1702	Hours
				80

ALL ACTIONS - INCLUDING ONE-TIME PAYMENTS - MUST BE EXPLAINED IN THIS SECTION:

REMARKS	FINAL AUTHORIZATION
Transfer & Salary Increase	Signature:
	Date: 03/07/00
	Title: Controller

Master Employee Status Form

ALL-STATE LEGAL

EXHIBIT

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Controller - Payroll Division

PAYROLL ACTION FORM

Row Office & Court of Common Pleas

Employee Status Change

Employee Name	Employee Number
Cuppelli, Carmen	85987

CURRENT STATUS			
Office or Department		Index Code	Job No.
Controller's Officer		610634	20
Hire Date	Position Title	Cost Center/Job	
	Field Supv		
Hourly Rate	Monthly Salary	Maximum Salary	E.E.O.C. Code/Category
	\$3,326.90	\$3,326.90	

CHANGE STATUS			
New Office or Department		Index Code	Job No.
Effective Date	New Position Title	Cost Center/Job	Unit ID
10/3/04			
Hourly Rate	Monthly Salary	Maximum Salary	E.E.O.C. Code/Category
	\$3,426.71		

Requests that may cause you to exceed your Personnel/Fringe Benefit Appropriations will not be processed without an acceptable plan for Budget shortfalls.

BUDGET JUSTIFICATION	
Increase in Maximum Salary.	

Requesting Officer/Administrator	Signature	Date
Controller's Office - (Not required for negotiated increases)		Date
Budget Approval		
Grant Approval		
Controller's Signature		Date
		9/29/04

Comments	<div style="border: 2px solid black; padding: 5px; text-align: center;"> EXHIBIT 21 </div>

Effective Date (Payroll Use Only)
10/3/2004

PAYROLL ACTION FORM

Row Office & Court of Common Pleas

Employee Status Change

Employee Name	Employee Number
See Attached	

CURRENT STATUS

Office or Department		Index Code	Job No.
Controller's Office		Various	
Hire Date	Position Title	Cost Center/Job	Unit ID
Hourly Rate	Monthly Salary	Maximum Salary	
	See Attached	See Attached	

CHANGE STATUS

New Office or Department		Index Code	Job No.
Effective Date	New Position Title	Cost Center/Job	Unit ID
12/23/07			
Hourly Rate	Monthly Salary	Maximum Salary	E.E.O.C. Code/Category
	See Attached	See Attached	

Requests that may cause you to exceed your Personnel/Fringe Benefit Appropriations will not be processed without an acceptable plan for Budget shortfalls.

BUDGET JUSTIFICATION

Merit Raise

Requesting Officer/Administrator	Signature	Date
Controller's Office - (Not required for negotiated increases)		Date
Budget Approval		
Grant Approval		
Controller's Signature		Date

Comments

ALL-STATE LEGAL®

EXHIBIT

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Effective Date
(Payroll Use Only)

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Controller's Office - Raises Effective 12-23-07
(Merit)

<u>Index</u> <u>Code</u>	<u>Job</u> <u>No.</u>	<u>Employee Name</u>	<u>Job Title</u>	<u>Current</u> <u>Monthly</u>	<u>\$ Amount</u> <u>of Raise</u>	<u>New</u> <u>Monthly</u>
<u>Administration</u>						
610626	4	MERK, JANET	SPECIAL ASST	4,158.33	\$ 1,000.00	\$4,241.33
<u>Accounting</u>						
610634	5	SUCHAR, PETER J	ASST MGR ACCTNG	4,500.00	\$ 3,000.00	\$4,750.00
610634	7	PRONIO JR., JOSEPH J	GRANTS SUPV	4,356.18	\$ 500.00	\$4,397.85
610634	11	PISCOTANNO, NICK	FINANCIAL ANALYST	3,266.66	\$ 3,000.00	\$3,516.66
610634	20	GUPELLI, CARMEN	FIELD SUPV	3,495.24	\$ 1,500.00	\$3,620.24
<u>Payroll</u>						
610642	1	STIPANOVICH, FAITHANN	PAYROLL MGR	4,415.25	\$ 2,000.00	\$4,581.92
601642	2	RICCELLI, CESARE F	ASST PAYROLL MGR	3,604.45	\$ 1,500.00	\$3,729.45
<u>Audit</u>						
610683	2	REESE, LILLIAN	AUDIT MGR	4,916.67	\$ 1,180.00	\$5,015.00
610683	4	NEAL, BETHANY	AUDIT MGR	4,750.00	\$ 2,000.00	\$4,916.67
610683	15	CAFARO, DAVID M	AUDITOR 2	2,860.41	\$ 2,000.00	\$3,027.08
610683	18	KRICK, MELISSA A	AUDITOR 2	3,083.33	\$ 2,000.00	\$3,250.00
610683	14	PINGOR JR., THOMAS	AUDITOR 2	2,800.00	\$ 2,000.00	\$2,966.67
<u>Tax Claims</u>						
610691	1	DONIS, JOHN J	MGR-MAPPING	3,977.00	\$ 4,000.00	\$4,310.33
<u>Information Systems</u>						
610741	1	CHOLEWINSKI, ANTHONY D	MGR INFO SYSTEMS	\$ 5,227.20	\$ 4,000.00	\$5,560.53
610741	2	CARVER, DENNIS	ASST MGR INFO SYSTEM	\$ 4,139.10	\$ 1,000.00	\$4,222.10

PAYROLL ACTION FORM

Row Office & Court of Common Pleas

Employee Status Change

Employee Name Cupelli, Carmen	Employee Number 101770
Employee Address Controller's Office	Type of Transaction Salary Increase

CURRENT STATUS

Office or Department		Index Code	Job No. RET001
Hire Date 3/19/07	Position Title Real Estate Tax Investigator	Cost Center/Job 704601	Unit ID 1702
Hourly Rate 20.8860	Monthly Salary \$3,620.24	Maximum Salary	E.E.O.C. Code/Category

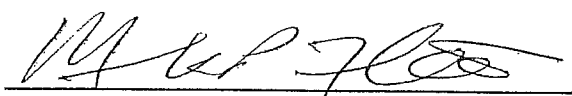
CHANGE STATUS

New Office or Department		Index Code	Job No.
Effective Date 7/18/11	New Position Title	Cost Center/Job 704601	Unit ID 1702
Hourly Rate 21.5126	Monthly Salary \$3,728.85	Maximum Salary	E.E.O.C. Code/Category

Requests that may cause you to exceed your Personnel/Fringe Benefit Appropriations will not be processed without an acceptable plan for Budget shortfalls.

BUDGET JUSTIFICATION

Remarks
3% Merit Increase

Requesting Officer/Administrator	Signature	Date
Controller's Office - (Not required for negotiated increases)		Date
Budget Approval		
Grant Approval		
Controller's Signature		Date 7/18/11

Comments

EXHIBIT**23**

Effective Date
(Payroll Use Only)